

# BYLAWS OF THE CALHOUN COUNTY VETERANS AFFAIRS COMMITTEE

Adopted: December 10, 2003

## ARTICLE I

### Corporate Name

The name of this Michigan non-profit corporation shall be the Calhoun County Veterans Affairs Committee

## ARTICLE II

### Offices and Service Area

The principal office of the Calhoun County Veterans Affairs Committee shall be located in the city of Battle Creek, Calhoun County, at the Toeller Building.

## ARTICLE III

### Mission Statement

The mission of the Calhoun County Veterans Affairs Committee shall be to assist qualified veterans who are in emergent need and this need can be alleviated on a one time basis with our help.

## ARTICLE IV

### Purpose

The purpose of this committee is to provide a medium of communication between veterans and eligible family members and those benefits and services they may be entitled.

## ARTICLE V

### Members of the Committee and Duties

The members of this Committee will be made up of five (5) Calhoun County Commissioner appointees, of various periods of service, in line with "Act 192 of Public 1953", MCLA 35.621, Sec.1.

1. The members will annually elect a member as the chair and co-chair.
2. The members will be responsible to assist the County Administrator in the review of the Directors performance, and to assist the Director in the review of the performance of other assigned staff.
3. It will be the responsibility of the members of this committee to establish/or

approve policies for the operation of the Veterans Affairs Office and its employees.

4. Convene meetings to review request for assistance by veterans who believe they have an emergent need and make a decision as to assist them or not by vote of the members. *If for some reason there is a tie vote, the vote will go in favor of the veteran.*
5. Any other manner of business that may be deemed necessary by the committee.

## ARTICLE VI

### Conflict of Interest

If a member is in conflict with a matter before this committee, they will abstain from voting on that matter.

## ARTICLE VII

### Vacancies

In the case of a vacancy, a replacement member will be appointed by the Calhoun County Commissioners. That replacement can be from any period of service not already setting on the committee. (Does not have to be from the same period as that person who created the vacancy).

## ARTICLE VIII

### Quorum and Procedure

A quorum for a regular or special meeting of this Committee, shall be at least fifty percent (50%) of the non-vacant seats. All meetings of the Committee will be governed by "Robert's Rules of Order" and the most current revision available shall prevail in case of conflict.

## ARTICLE IX

### Schedule and Notice of Meetings

#### 1. Regular meetings

The Committee shall have regular monthly meetings with not less than eleven (11) such annually. The date, time and place of all regular meetings shall be determined in advance by the Committee. The meetings shall be

scheduled for the convenience of it's members and the general public.

2. Special meetings

Special meetings may be called by the Chairperson of the Committee, as he/she deems necessary. *The quorum and meeting notice requirements of these bylaws will apply to special meetings as well.*

3. Annual Meeting

The Committee shall designate the meeting held in January of each year as the annual meeting. During such annual meeting, at least the following business shall be transacted.

- a. Election of Chair and Co-Chair.
- b. The establishment of dates of the Committee's meetings for the ensuing year.

4. Meeting Notice

Following the annual meeting the approved schedule of regular meetings shall be published in a newspaper of general circulation within the area of Calhoun County and shall be posted at the Veterans Affairs Office.

Written notice of every meeting, the time, place and agenda shall be mailed (*this would include electronic transfer*), to every Committee member at least five (5) working days prior to the meeting.

## ARTICLE X

### Open Meetings

The provisions of the "Open Meeting Act", Act 267 of 1976 (R.S.) being MCLA 1970 Sec. 15.261-275; MSA 4.1800 (11) through (25) are hereby acknowledged and incorporated by reference as Calhoun County Veterans Affairs Committee bylaws and shall take precedence over any rule to the contrary:

1. All meetings of the Committee, save for specified exceptions, shall be held at the office of Veterans Affairs. All persons shall be permitted to attend any meetings, save the specified exceptions.
2. All decisions of the Committee shall be made at a meeting open to the public.
3. All deliberations of the Committee constituting a quorum of its members, shall take place at a meeting open to the public, save the specified exceptions.
4. No person shall be required, as a condition to attend a meeting of the Committee, to register or otherwise provide his/her name or other information or otherwise to fulfill the conditions precedent to attendance, unless that person is requesting to speak.

5. A person shall be permitted to address a meeting of the Committee under three conditions:
  - a. Upon requesting entry onto the agenda.
  - b. Upon being recognized by the chairperson.
  - c. During a period set aside at the initiation for such meeting for discussion by the general public.
6. No person shall be excluded from a meeting of the Committee except for a breach of the peace actually committed at the meeting.
7. The Committee shall meet at closed sessions for the following purposes:
  - a. To consider the dismissal, suspension or discipline of, or to hear complaint or charges brought against, a member of this committee, employee or volunteer, when the named person requests a closed hearing.
  - b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
  - c. To consider the purchase or lease of real property up to a time an option to purchase or lease that real property is obtained.
  - d. To consult with an attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have detrimental financial affect on the litigating or settlement position of the public body.
  - e. To consider material exempt from discussion or disclosure by State or Federal statute.

## ARTICLE XI

### Minutes

The Committee shall keep for each meeting, written minutes which include a record of votes on all motions. Minutes of the previous meetings shall be distributed to all members before the next meeting, and shall be made available to the public upon request. Minutes will be taken and maintained by staff.

## ARTICLE XII

### Compensation

Compensation may be provided in accordance with Act 192 of 1953, MCLA 35.623, Sec 3;

*The members of the committee shall be entitled to receive the same per diem and mileage in attending meetings as members of the board of supervisors.*

### ARTICLE XIII

#### Officers of the Committee

Officers of the Committee shall be nominated from the Committee membership at the annual meeting and shall take office at the first regular meeting following the annual meeting. The term of office shall be one (1) year. The officers shall be representative of the Committee composition categorically and shall be as follows:

1. Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall perform all duties incident to the office and such other duties as may be prescribed by the Committee from time to time.

2. Co-Chairperson

In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Co-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions of the Chairperson. The Co-Chairperson shall perform such other duties as may be assigned to him or her by the Committee.

### ARTICLE XIV

#### Fiscal Year

The fiscal year of the Committee shall be the same as set by the Calhoun County Commission. At this time being, January 1 through December 31.

### ARTICLE XV

#### Amendments

These bylaws may be amended from time to time by a majority vote of the Committee at a regular monthly meeting, or at a special meeting called for such purpose. Notice of any such meeting where an amendment is to be submitted to the Committee must specifically state the nature of the amendment to be considered and such notice shall comply with the notice of meeting provision of these bylaws. In no event shall an amendment be placed on the agenda of a regular or special meeting unless the members of the Committee have been notified of such proposed amendment ten (10) days prior to the meeting at which consideration of the proposed amendment shall be brought before the Committee.